



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5450.1
N823

SEP 11 2003

NETC INSTRUCTION 5450.1

Subj: MISSION AND FUNCTIONS OF NAVAL SUPPORT UNIT (NAVSUPPU)
SARATOGA SPRINGS, NY

Ref: (a) OPNAVNOTE 5450 Ser 09B22/9U507602 of 29 Sep 99

Encl: (1) Functions of NAVSUPPU Saratoga Springs

1. Purpose. To publish the functions assigned to NAVSUPPU Saratoga Springs under the mission established by reference (a).

2. Cancellation. CNETINST 5450.64A

3. Mission. To provide logistic and base operating support, comptroller and supply services (not directly related to training) to the Naval Nuclear Power Training Unit (NAVNUPOWERTRAU), Ballston Spa, NY; to provide administrative, morale, welfare and recreation, and personal property services for Department of Defense (DOD) activities and related personnel; to perform host command functions for tenant organizations; and to perform such other functions and tasks as directed by higher authority.

4. Status and Command Relationships. NAVSUPPU Saratoga Springs is a shore activity in an active, fully operational status.

a. Echelon


- (1) Chief of Naval Operations
- (2) Naval Education and Training Command (NETC)
- (3) NAVSUPPU Saratoga Springs

b. Area Coordination

- (1) Area Coordinator - Commander, U.S. Atlantic Fleet
- (2) Regional Area Coordinator - Commander, Navy Region, Northeast

SEP 11 2003

5. Action. In accomplishing the assigned mission, the Officer in Charge, NAVSUPPU Saratoga Springs will ensure performance of the functions in enclosure (1) and advise NETC of any recommended modification to the mission or functions of NAVSUPPU Saratoga Springs.


F. L. SALOMON
Chief of Staff

Distribution (CNETINST 5218.2E):
List I (15)

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SEP 11 2003

FUNCTIONS OF NAVSUPPU SARATOGA SPRINGS

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVSUPPU Saratoga Springs; issue such detailed internal instructions, regulations, orders, and notices as required for the efficient organization and administration of the command.
2. Provide logistic support to NAVNUPWRTRAU Ballston Spa, NAVSUPPU, and tenant commands by performing contracting, procurement, certification of invoices for payment, inventory management and storage. Perform all technical screening functions related to acquisition.
3. Provide complete personal property services to DOD personnel within the area assigned by Headquarters, Military Traffic Management Command. Coordinate inbound and outbound household goods shipments, perform counseling and warehouse inspection, and process all paperwork including liquidation of claims and penalties.
4. Provide facilities planning, maintenance, and repair support for buildings and grounds owned by the Department of the Navy (DON) and assigned to NAVSUPPU. Provide logistic support to NAVNUPWRTRAU in providing venues and equipment for non-technical training.
5. Exercise effective control over financial operations within the command through sound accounting principles and progressive modernization of programming, budgeting, accounting, and statistical reporting and auditing practices under the DON Resource Management System.
6. Provide family, individual, and group services to DOD personnel through the Fleet and Family Support Center to include: individual, family, and group counseling; command-level crisis support and debriefing; family advocacy; sexual assault and victim intervention; deployment support; transition assistance; information and referral; relocation assistance; new parent support; financial education and counseling; spouse employment; and life skills classes.
7. Administer a consolidated Morale, Welfare and Recreation fund to provide support services for local commands. Provide recreation, social, and community support activities including sports and physical fitness activities, outdoor recreation gear

Enclosure (1)

SEP 11 2003

issue, and tickets and tours. Provide contracted fitness facilities for active duty Navy personnel and their families.

8. Administer the Navy Child Development Home (CDH) Program, providing full time, part time, before and after school, weekend, evening, shift work, mildly ill, and special needs childcare for DON personnel, civilians, and their families. Screen, train, certify, and equip CDH providers.

9. Develop statements of work, estimates, and historical data to support the development of contracts. Perform contract administration and quality assurance evaluation functions for contracts maintained to cover DON/NAVSUPPU property.

10. Execute Real Estate Support Agreements with local commands.

11. Train, equip, and staff a Naval Security Force to provide protection for service members, families, and civilian personnel aboard NAVSUPPU. Protect local Navy buildings and property from intrusion, destruction, and damage.

12. As Local Area Coordinator, maintain close liaison with other commands for emergency and disaster preparedness matters.

13. Exercise control over numerous management programs and functional areas inherent in a naval shore activity which include, but are not limited to, occupational safety and health, traffic and recreational safety, internal review, equal employment opportunity, command managed equal opportunity, and similar management programs.

14. Provide operational support to the Navy Family Housing Program for local DOD personnel.

15. Maintain liaison with medical facilities operated by Naval Hospital, Groton Branch Clinic; dental facilities operated by Naval Dental Clinic, Newport Branch Clinic; the Navy Exchange, Scotia; the Defense Commissary Agency, Scotia; Navy Housing operated by COMPACFLT; and Customer Service Desk, Scotia to ensure adequate and continued service to eligible personnel.

16. Provide internal manning and payroll services, as well as liaison with Human Resources Office, Groton, CT and Human Resource Service Center, Philadelphia, PA for civilian personnel matters.

SEP 11 2003

17. Provide administrative support for NAVSUPPU and ensure MILPERSMAN compliance.

18. Serve as Activity Customer Technical Representative for the oversight of the Navy and Marine Corps Intranet and as technical point of contact on all matters concerning frequency management, web design, information systems security management and training.

19. Perform such other functions as may be directed by higher authority.